**FULL APPLICATION (Non-Major)**

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| **REQUIREMENTS** | **Included****Y/N** | **If not, why not** |
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| **Completed application form, signed and dated** |  |  |
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| **Completed Ownership Certificate** (A, B, C, or D as appropriate) |  |  |
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| **Correct fee** |  |  |
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| **Location Plan** * At a scale of either 1:1250 or 1:2500
* Based on an up-to-date Ordnance Survey map
* North point to be clearly shown
* Application site edged in red
* Other land in the ownership of the applicant and adjoining the application site or nearby should be edged in blue
* Where possible at least two named roads should be shown
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| **Design and Access Statement** (where the site is in a conservation area and relates to new dwellings or additional floorspace over 100 square metres) |  |  |
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| **Existing/Proposed Block plan** * At a scale or either 1:500 or 1:200 or 1:100
* Based on an up-to-date Ordnance Survey map
* North point to be clearly shown
* Showing all site boundaries and the proposed building in relation to existing buildings
* All roads and public rights of way adjoining the site and access arrangements (where applicable) are to be shown
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| **Existing floor plans*** At a scale of 1:50 or 1:100
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| **Existing elevations*** At a scale of 1:50 or 1:100
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| **Proposed floor plans*** At a scale of 1:50 or 1:100
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| **Proposed elevations*** At a scale of 1:50 or 1:100
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| **Existing and proposed site sections and finished floor levels*** At a scale of 1:50 or 1:100 or 1:200
* Drawings should show existing and finished levels of the site in relation to the surrounding land and buildings (contours or spot levels or cross or long sections would be acceptable)
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| **Existing and proposed roof plans*** At a scale of 1:50 or 1:100
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| **Existing site survey with levels or spot heights*** At a scale of 1:200 or 1:500
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| **Steetscape drawing(s)** (required where the development is visible from the public realm) |  |  |
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| **Planning statement** (can be included within the design and access statement) |  |  |
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| **Heritage Statement** is needed for any application that directly affects a heritage asset or its setting |  |  |
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| **Tree Survey** (where works will affect trees within/abutting the application site) |  |  |
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| **Protected species report** (required where protected species may be present) |  |  |
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| **Structural Survey** where the works relate to the resolution of structural damage or relates to the conversion of an existing building for a different purpose. |  |  |
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| **Flood Risk Assessment** (where the site is located within flood zone areas 2 and/or 3) |  |  |
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| **Air Quality Assessment** required for**:*** All development inside or within 200m of any statutorily designated nature conservation sites
* All development involving an energy facility or industrial processes where there are direct emissions into the air
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| **Hard/Soft Landscape Design*** Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc. to be shown on a block plan
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| **Land Contamination Assessment** required where:* Contamination is known or suspected to exist at the site and the

application proposes a vulnerable use such as residential* Development is within 250 metres of a currently licensed or historic

landfill siteEnvironmental searches will not be accepted as a Land Contamination Assessment |  |  |
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| **Coal Mining Report if in an area affected by historical coal mining activity** |  |  |
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| **Retail Impact Assessment and/or sequential Assessment if required by Policy RTL1 of the Local Plan Part 2.**  |  |  |
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| **Noise Assessment** required for:* All residential development where it is likely to be affected by

associated noise or activity.* Proposals to include road traffic, railways, aircraft, military

aerodromes, helicopters and heliports, industrial and commercial development, recreational and sporting activities, and landfill waste disposal sites |  |  |
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| **Refuse and Recycling Storage*** Show where the bin storage will be situated on a block plan and elevational details of any form of enclosure
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| **Draft Unilateral Undertaking for the Rivers Mease Special Area of Conservation (SAC)** required when the site is covered by the River Mease SAC |  |  |
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| **Drawing Register** |  |  |

 22/12/2022